

**FMU #70 FACILITY-TENANT AGREEMENT**

**FACILITY MANAGEMENT UNIT #70**

**TENANT/OWNER AGREEMENT**  
**ENGINEERING SCIENCES AND APPLICATIONS DIVISION (ESA)**  
**FACILITY**  
**FISCAL YEAR 1999**

**Owner: ESA-FM**  
**Tenant: ESA-EPE**

Reviewed and Accepted By: \_\_\_\_\_  
Paul Wantuck, ESA-EPE Group Leader

Date: \_\_\_\_\_

Reviewed and Accepted By: \_\_\_\_\_  
Robert Grace, Acting ESA-FM Group Leader

Date: \_\_\_\_\_

## 1.0 PURPOSE

This document serves as an agreement between ESA Facility Management and ESA-Energy and Process Engineering (ESA-EPE). The signatories enter into this agreement for the purpose of formalizing the working relationship; identifying the responsibilities, authorities, and expectations of the tenant and owner organizations; and providing effective communication between the organizations.

The signatures of the Facility Manager (FM) and the ESA-EPE Group Leader will be considered as an acceptance of this contract on the part of all parties.

## 2.0 GLOSSARY OF TERMS

The following terms are used in this document and are defined in Los Alamos National Laboratory official documents (ARs, LIRs, and LIGs):

- authorization basis,
- ESH Identification Process,
- Facility Management Unit (FMU),
- facility-related work,
- facility operating limits,
- Facility Tenant Agreement,
- new activities,
- significant changes to existing activities,
- tenant,
- tenant operating limit, and
- unreviewed safety questions (USQs).

## 3.0 AREA OF OWNERSHIP

**Physical Area of Facility Management Ownership**—The facility manager's physical area of ownership generally includes:

- The building shell including the roof, walls, and floor.
- Permanent partitions separating tenant organizations.
- All grounds and subgrade activity within 10 feet of the building perimeter if unfenced.
- All building utility supply lines from the point of connection at the utility supply point to the tenant's operations equipment.
- All mechanical and equipment rooms, including electrical panels and electrical equipment rooms.
- All utility equipment outside of the building, such as pad mounted equipment (including rooftop units).

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**Physical Area of Tenant Ownership**—The tenant's physical area of ownership generally includes:

- Process/experimental/operational equipment extending to the utility supply point of connection.
- System and process lines.
- Any partitions or room dividers put in by the tenant organization.
- Physical space generally bound by the interior surface of the building shell or adjoining co-tenant wall or floor.
- Any waste generated from process/experimental/operational activities.

For this tenant agreement, physical area of ownership does not include the utility supply lines (electrical, gas, sewer, and water). All LANL utility supply lines belong to FMU #80.

### 4.0 MISSION STATEMENT

ESA-FM mission is to support programmatic goals of ESA personnel and those workers residing in FMU #70 facilities by:

- Providing facility-related services to facilitate accomplishment of ESA Division programmatic objectives and ensure safe facility-related operations.
- Managing the physical plants (excluding the TA-16 steam plants).
- Ensuring the development, implementation, and maintenance of FMU #70 facility operating limits.
- Ensuring facility-related operations and programs are in compliance with all ES&H-, security- and facility-related regulations.
- Providing ES&H support and guidance for FMU #70 personnel and tenant organizations.
- Providing distributed computing services supporting ESA Division personnel.
- Providing strategies for future facility development.

### 5.0 ORGANIZATION, ROLES, RESPONSIBILITIES, AND SERVICES

#### 5.1 ESA-Facility Management Group

The ESA Division Director has assigned a Facility Manager (ESA-FM Group Leader) to work with programmatic and support organizations to provide essential services to help ensure and enhance safe accomplishment of programmatic objectives through the development and maintenance of facility safety envelopes and ESA facilities.

Roles and responsibilities for the FM and FMU #70 personnel are delineated in LANL Laboratory Performance Requirements (LPRs) and Laboratory Implementation Requirements (LIRs). All current LIRs may be referenced through an LIR summary

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table (<http://www.esa.lanl.gov/world/LIRInfo/esa-lir-table.htm>) on the ESA Division Home Page (<http://www.esa.lanl.gov/#DIVINFO>).

The FM, in partnership with the Group Leader of the operational group, will concur that the start of new work and significant changes to existing activities do not breach or exceed the facility operating limit. If the activity has not been reviewed by the FM and is outside of the tenant-operating limit described in the Facility-Tenant Agreement, the FM has the authority to shut down the operation. The FM is not responsible for any tenant operating limit that the facility or facility operating limit can not accommodate. Changes to the tenant operating limit will be reflected in a modified addendum to the Facility-Tenant Agreement.

The FM is not required to review work that is performed inside the tenant's physical area of ownership that does not exceed, or increase the risk of exceeding, the established tenant operating limits in the Facility-Tenant Agreement.

ESA-FM is organized into five teams/focus areas with the following responsibilities, authorities, and types of services provided.

### **ESA-FM Management and Administration**

Led by the Facility Manager and Deputy Facility Manager. The team is responsible for:

- defining the roles and responsibilities of FM group personnel;
- developing annual budget and financial management process;
- participating in occurrence reporting, investigation, management, and resolution;
- implementing facility-specific maintenance and upgrade activities, as agreed upon with tenant;
- notifying tenant of status of facility upgrades and maintenance.

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### **ESA-FM ES&H Team**

Led by the ESA-FM ESH Team Leader. Team responsibilities are:

- identifying safety issues, requesting appropriate subject matter expertise, and recommending solutions to customer/tenant;
- providing input on safety issues in planning new activities or significant changes to existing activities;
- supporting operational supervisor and line manager to perform hazards assessments of tenant activities and recommend controls;
- providing a resource for industrial hygiene concerns;
- providing safety analysis services including unreviewed safety question (USQ) determinations and technical safety requirement (TSR) development and compliance;
- performing reviews to assess worker health and safety;
- providing qualified ESH personnel for facility-related hazard identification and work control;
- assisting tenant personnel in properly managing, characterizing, packaging, labeling, transporting, and maintaining adequate documentation on waste to waste disposal facilities;
- reviewing and commenting on proposed regulations and Laboratory requirements;
- assisting in the interpretations of environmental regulations;
- assisting in the development of programs (new and existing) to ensure compliance with environmental regulations;
- working with operational personnel to complete and submit of ESH-ID;
- assisting with permit applications, as required by environmental regulations;
- participating in environmental audits and assessments;
- supporting tenant organizations regarding compliance with 10 CFR 835 and the LANL Radiation Protection Program;
- developing and implementing routine monitoring instructions, performing pre- and post-job radiological briefings;
- evaluating, reviewing and approving radiological work permits, posting areas based on survey results, and monitoring radiological conditions during hot jobs;
- developing, implementing, and providing facility-specific training, as requested;
- maintaining the access control database for the HE area;
- ensuring training requirements are identified for ESA workers in training plans and training is documented in EDS;
- developing facility-specific or job-specific training, as requested;
- chairing the S-Site Safety Committee;
- supporting ESA Division in implementing LANL LIRs, and other requirements documents;
- reporting facility-related accidents/incidents in accordance with LANL and DOE requirements;
- tracking occurrence reports and corrective actions and their completions;
- developing ESA facility-specific emergency plans;
- scheduling and coordinating emergency exercises.

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### **ESA-FM Engineering Team**

Led by the ESA-FM Engineering Team Leader. Team responsibilities are:

- supporting and maintaining facilities and related support equipment;
- responding to facility-related (equipment and structure) problems;
- generating, tracking, coordinating, approving and authorizing tenant work requests (following the *FMU #70 Facility Related Work Control Process* and the appropriate LIRs);
- providing interface with JCNM and other subcontractor work providers performing facility-related work;
- planning and directing all facility outages with input and coordination with the tenant organizations;
- ensuring that maintenance activities are properly tracked, documented, and completed by qualified personnel within the required interval;
- providing building managers for all FMU #70 buildings;
- providing interface with FE Division (when necessary).

### **ESA-FM Computing and Communications Team**

Led by the ESA-FM Computing and Communications Team Leader. Team responsibilities are:

- assisting with computer and security audits and assessments;
- providing support on computer related issues to ESA Division tenant groups;
- developing, implementing, managing, and administering ESA computing and communications network.

### **Safeguards and Security**

Led by the Division Operational Safeguards and Security Officer (OSSO). Activities include:

- assisting with computer and security audits and assessments;
- providing support to tenant organizations on physical security;
- providing keys and cores to facilities;
- maintaining access control database and badge readers;
- coordinating with operating groups on authorized building access lists;
- writing security plans;
- providing escort required badges (ERB badges) and ensuring that ERB policies are reviewed and updated regularly.

## **5.2 Tenant Group**

All tenant workers are required to follow the appropriate laws, regulations, policies, and procedures applicable to the facility and their work activities. The tenant Group Leader is responsible for ensuring the requirements are known, understood, supported, and enforced. The tenant Group Leader is ultimately responsible for the safety and compliance of operations.

Tenant operating limits should be developed by the tenant based on the work and associated hazards. The level of effort and vigor to develop the limits should be commensurate with the level of risk to the worker, public, or environment and the need to

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protect mission critical equipment. Tenant operating limits should include the scope of work and the controls that the tenant believes provide adequate protection for the worker, the public, and the environment. Current operating procedures (SOPs, HCPs, etc.) establish the current tenant operating limits. The FM, to ensure that the facility operating limits remain valid, should review changes in current operations (defined by documents Reference Section) that require expansion or extension of the tenant operating limits. Examples:

- increasing the safety risks to the site workers and visitors and the public,
- introducing new/different hazardous/radioactive materials,
- significantly increasing amounts of solid and/or liquid wastes,
- increasing the potential for environmental impact,
- causing a major revision to an existing procedure,
- not in the current authorization basis and/or facility safety plan,
- causing a physical location change of the process within the facility,
- increasing the support activities of ESA-FM, etc.

Tenant operating groups and tenant workers are responsible for:

### **Performance of Work**

- Providing a qualified work force;
- Performing activities within the physical area of agreement according to all approved work documents (SARs, SOPs, OPs, etc.), applicable laws, contract agreements, Laboratory standards (LPRs, LIRs, ARs, etc.), and the Facility-Tenant Agreement;
- Maintaining programmatic equipment;

### **Environment, Safety, and Health**

- Identifying all hazards associated with activities;
- Participating in proper documentation development and review when appropriate. Examples: standard operating procedures (SOPs); hazard control plans (HCPs); Environment, Safety, and Health Identification (ESH-IDs); Material Safety Data Sheets (MSDS); Automated Chemical Inventory System (ACIS); Safety Analysis Reports (SARs); etc.;
- Maintaining work spaces to ensure operations are conducted in a safe manner.
- Properly using established facility controls (e.g., engineering controls, administrative controls, and personal protective equipment);
- Notifying facility management when planned operations could effect other tenants or facilities or the public;
- Conducting operations in a safe and environmentally compliant manner;
- Observing proper work practices, following procedures, and wearing appropriate personal protective equipment;
- Participating in required medical evaluations/monitoring;
- Integrating radiation safety into day-to-day operations;
- Appropriately reporting spills and other releases;

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- Properly characterizing, labeling, storing, documenting, and disposing of waste (including solid and hazardous wastes, wastewater, and air pollutants);
- Ensuring materials are not released for unrestricted use if they do not meet applicable release criteria;
- Obtaining appropriate permits for operations/activities;
- Initiating and participating in safety inspections and audits/assessments;
- Resolving all operational deficiencies as a result of operations/activities, which constitute a regulation violation;
- Reporting unsafe operations and stopping work if necessary.
- Ensuring workers are trained/qualified/certified/licensed to perform their work according to all regulations, Laboratory standards, etc.;
- Maintaining and updating the Automated Chemical Inventory System (ACIS) on a quarterly basis (at a minimum);
- Price Anderson Amendments Act (PAAA) reporting;

### **Financial**

- Providing funding for all activities and permits;
- Providing funding resources for any regulation violations as a result of activities;

### **Changes in Scope**

- Identifying new or modified processes and activities and notifying ESA-FM of them;
- Obtaining appropriate review and approval of changes in scope;

### **Occurrence Reporting**

- Reporting unusual events, accidents, incidents, and near misses to the FM;
- Participating in critiques and resolutions of 5000.3b reports, if required;
- Making appropriate changes in engineering/administrative controls and work practices, as a result of relevant lessons learned;

### **Security**

- Following all Laboratory and ESA security requirements;
- Notifying TA-16 HE Access Control of personnel changes affecting badge readers;
- Ensuring all personnel participate in any required access training and follow all written and discussed requirements;
- Working with FM and security personnel to develop security plans, as needed;

### **Facility Work Control**

- Reporting facility conditions in need of repair to building manager;
- Requesting facility work according to *the “ESA FMU #70 Facility Related Work Control Process”*;



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### Miscellaneous

- Reading, understanding, and following relevant group, Division, and ESA-FM policies and procedures;
- Ensuring property accountability for all acquired/used in work area;
- Leaving workspace in a clean, safe, operable condition when vacating a space;
- Removing and properly disposing of (or transferring) all chemicals and other potential hazards before returning a space to facility management;
- Completing documentation requirements in accordance with LIR 250-02-01, *Occupying or Vacating Work Space*, when returning space to facility management.
- Maintaining programmatic equipment.

### 5.3 Additional Requirements

ESA-FM **shall not** be responsible for the consequences of unapproved tenant activities contrary to commitments established in the Facility-Tenant Agreement and current approved/concurred with SOPs.

The tenant **shall not** authorize approval of work

- performed outside the tenant's physical area of ownership; or
- exceeding, or increasing the risk of exceeding, the facility's operating limits. If the work is to exceed the facility operating limit, prior review of any changes to SOPs/HCPs and concurrence with work by the facility manager is required.

The tenant shall not be required to complete any documentation when moving within their designated spaces, in accordance with LIR 250-02-01, *Occupying or Vacating Work Space*.

## **6.0 FACILITY OPERATING LIMITS**

### TA-46-1 (Laboratory/Offices)

TA-46-1 is a two-story laboratory/office building with a basement. The main portion of the building is approximately 181 feet long by 53 feet wide. The total gross square footage of the building is 23,137. TA-46-1 is constructed of concrete, concrete blocks, wood and metal studs. TA-46-1 is equipped with a building paging system and pull fire alarms have been installed throughout the building.

### TA-46-16 (Test Building #1)

The major portion of TA-46-16 is approximately 206 feet long by 25 feet wide. Room 8 is approximately 40 feet wide and Room 10 is approximately 14 feet wide. The building has a partial basement that primarily consists of a 9-foot wide utility tunnel that runs the entire length of the building from north to south. Another 9-foot wide utility tunnel runs east to west to east for approximately 30 feet where it separates into two smaller utility tunnels. There are three mezzanines above Room 10. Each mezzanine is approximately 17.5 feet by 14 feet. The building is constructed of wood and metal studs, metal siding,

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concrete, and concrete blocks. TA-46-16 is equipped with a building telephone paging system and an area-wide paging system. Pull-type fire alarms and portable fire extinguishers are present in the building. Hydrogen and carbon monoxide monitors are located in Rooms 2 and 4.

### **TA-46-17 (Utility Building)**

TA-46-17 is a single story metal building approximately 30 feet long by 18 feet wide. The building contains air compressors, a refrigerated compressor, chiller, air tank, water surge tank and pumps that provides chilled water and power to TA-46-25. TA-46-17 is located above a tunnel that also runs under a portion of TA-46-25. TA-46-17 is normally unoccupied. Portable fire extinguishers and emergency lighting are present in the building.

### **TA-46-25 (Laboratory)**

TA-46-25 is a single story structure constructed of concrete, metal studs and metal siding. The building is approximately 117 feet long and 40 feet wide. There is a covered concrete storage slab area on the south side of the building that measures approximately 116 feet by 20 feet. The building is currently used as laboratory that also contains office space and a machine room. Pull-type fire alarms, portable fire extinguishers, and emergency lighting are present in the building.

### **TA-46-36 (Storage)**

TA-46-36 is a single-story metal storage building. The building is approximately 30 feet by 18 feet. Fire extinguishers are present in the building.

### **TA-46-37 (Laboratory/Storage)**

TA-46-37 is a single-story concrete block building that is approximately 26 feet by 14 feet. The building contains two rooms. Room 100 is a laboratory and Room 101 is used for storage of equipment. TA-46-37 is normally unoccupied. Two semi-type trailers are located at the southeast corner of TA-46-37. One trailer contains compressed nitrogen and the other trailer contains compressed hydrogen. The hydrogen, nitrogen and air are piped into TA-46-16. Portable fire extinguishers are present in the building.

### **TA-46-42 (Laboratory/Offices)**

TA-46-42 is a two-story office building that is approximately 179 feet by 40 feet. It is constructed of reinforced concrete and concrete blocks. The gross square footage of the building is 14,505. Buildings TA-46-42, 178, 179, and 418 are all connected to basically form one structure. TA-46-42 is equipped with a building telephone paging system, pull fire alarms, dry pipe sprinkler system, emergency backup lighting, and portable fire extinguishers. Combination locks have been installed on doors leading to Rooms 111A, 111B and 115.

### **TA-46-58 (Laboratory/Office/Equipment Room)**

TA-46-58 is a one-story storage structure that is constructed of concrete blocks. The building contains a laboratory (Room 106), an office (Room 102), and a plant & equipment room (Room 100). The building's exterior dimensions are approximately 34

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feet by 18 feet by 12 feet. TA-46-58 is equipped with a building telephone paging system, an area-wide paging system, and portable fire extinguishers.

### TA-46- 77 (Shop)

TA-46-77 is a single-story metal building that is approximately 30 feet by 30 feet. TA-46-77 is equipped with a building telephone paging system, an area-wide paging system, a fire alarm system, and portable fire extinguishers.

### TA-46-178 (Offices)

TA-46-178 is a transportable office building that is approximately 60 feet by 24 feet. The gross square footage of the building is 1,451 feet. The building has metal siding. Emergency lighting, a fire alarm system and portable fire extinguishers are present in the building.

### TA-46-179 (Laboratory/Offices)

TA-46-179 is a transportable office building that is approximately 60 feet by 24 feet. The gross square footage of the building is 1,451 feet. The building has metal siding. A fire alarm system, portable fire extinguishers, and emergency lighting are present in the building.

### TA-46-182 (Offices)

TA-46-182 is a transportable office building that house ESA-EPE. The building is constructed of wood and metal and is approximately 60 feet by 24 feet. A fire alarm system and portable fire extinguishers are present in the building.

### TA-46-201 (Offices)

TA-46-201 is a transportable office building that house ESA-EPE. The building is constructed of wood and metal and is approximately 60 feet by 28 feet. Emergency lighting, a fire alarm system, and portable fire extinguishers are present in the building.

### TA-46-240 (Storage)

TA-46-240 is a metal transportainer that is used to store electronic equipment. No communications, alarm systems or emergency equipment is associated with this unit.

### TA-46-254 (Office Trailer)

TA-46-254 is a portable office trailer that is approximately 20 feet by 14 feet. The trailer is used by the ESA-FM TA-46 Building Manager as an office. A portable fire extinguisher is located near the entrance of the trailer.

### TA-46-277 (Storage)

TA-46-277 is a metal transportainer that is used for storage. The unit is approximately 7 feet by 5 feet. No fire equipment, alarms, communications or utilities are associated with the unit.

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### TA-46-296 (Storage)

TA-46-296 is a metal transportainer that is used for storage. The unit is approximately 18 feet by 13 feet. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-310 (Storage)

TA-46-310 is metal transportainer that is used for storage. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-311 (Storage)

TA-46-311 is metal shed that is used for storage. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-320 (Storage)

TA-46-320 is a metal transportainer that is used for storage. The unit is approximately 8 feet by 5 feet. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-392 (Storage)

TA-46-392 is metal transportainer that is used for storage. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-398 (Storage)

TA-46-398 is metal transportainer that is used to store flammable materials. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-400 (Storage)

TA-46-400 is a metal transportainer that is used for storage. The unit is approximately 30 feet by 7 feet. No fire equipment, alarms, communications or utilities are associated with the unit.

### TA-46-419 (Storage)

TA-46-419 is a metal shed used house a forklift. No fire equipment, alarms, communications or utilities are associated with the unit. The TA-46 security fence/gate is locked between the hours of 7:00 pm to 7:00 am.

### TA-46-420 (Plant & Equipment)

TA-46-420 is a metal building that is approximately 20 feet by 20 feet. The building house two generators. No fire equipment, alarms, communications or utilities are associated with the building.

### TA-46-430 (Storage)

TA-46-430 is metal transportainer that is used for storage. No fire equipment, alarms, communications or utilities are associated with the unit.

## **7.0 TENANT OPERATING LIMITS**

### ESA-Energy and Process Engineering Group Operations

ESA-Energy and Process Engineering Group (ESA-EPE) conducts both basic and applied research in the areas of electrochemical engineering, environmental technology, materials process modeling, process control, robotics and automation, heat pipes, cryogenic engineering, chemical kinetics/transport, and general process system and component design.

ESA-EPE performs work at TA-46. ESA-EPE work is planned, authorized, and accomplished under controlled conditions using technical standards, instructions, procedures, or other appropriate means of detail commensurate with the complexity and risk of the work. Work related procedures, instructions, and other forms of direction are developed, verified, validated, and approved by technically competent personnel within ESA-EPE. Documented procedures, processes, or instructions are developed to provide a mechanism to identify and control materials, parts, and components (including partially fabricated assemblies) in order to prevent the use of incorrect or defective items during project activities conducted at TA-46.

ESA-EPE conducts the following types of basic and applied research at the following buildings:

• process systems development	TA-46-1
• cryogenic engineering	TA-46-25
• energy systems engineering & fuel cell systems	TA-46-16/-58
• process modeling, simulation, and optimization	TA-46
• thermal engineering	TA-46-1-High Bay/ -16
• induction heating	TA-46-25
• automation & robotics	TA-46-42

## **8.0 FINANCIAL MANAGEMENT AND COST TRACKING**

The majority of facility management funding is from space recharge. Space recharge can be funded by organizational support or direct program funding. The budget for FY99 is based on the following Technical Areas (TAs):

TA-3 (SM-39 and SM-102)	TA-8
TA-11	TA-21-East (TSTA, TSFF)
TA-41	TA-46
TA-16-Administration Area	TA-16 -HE Area, including TA-28 and TA-37
TA-16-WETF	

The actual costs to the tenant organizations will be based on services received within a TA, to the extent possible. All tenants within a TA budget will have the same space

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recharge rate. Support provided significantly beyond the estimated costs will require additional funding from the tenants in the associated TA. Any significant increase in support above the level planned in this contract will require approval of both the FM and the affected tenant Group Leader(s). On a quarterly basis, the cost projections and the actual costs will be evaluated to determine changes in the monthly allocations or vouchers.

Tenant organizations will separately fund Personal Property/Personal Equipment (PP/PE) and Lab Services. Services obtained through Johnson Controls Northern New Mexico (JCNNM) shall be obtained through ESA-FM, in particular, the building managers. The building managers will work with the tenants to create work requests, in accordance with *Facility Management Work Control LIR* and *ESA-FMU #70 Facility Related Work Control Process*.

The FY99 budget for maintenance is based on the cost of providing basic preventative and corrective maintenance for the facilities. Maintenance items costing greater than \$5,000 are not part of the FY99 ESA-FM budget. Any corrective maintenance costing more than \$5,000 will require additional funding from the tenants in that area. The tenant shall fund any unanticipated ESA-FM repair costs directly resulting from a tenant's accident/occurrence. Except for emergency repairs, ESA-FM will negotiate with the tenant for any needed repair or recovery costs.

Funding for facility management activities will be tracked separately from those programmatic activities. All costs related to facility management will be tracked using XF70 program code or a dedicated Direct Program Code, and the FMC approved scheme of cost accounts.

ESA-FM will not have any "group overhead." The cost of personnel will be the basic salary and burden + M&S + space tax. The M&S will include procurement of computers, office supplies, etc., and travel for personnel development and training. The services will be provided assuming the individuals have the full vacation, some amount of sick leave, and training depending on the minimum requirements for qualification to perform job functions.

## **9.0 CONFLICT RESOLUTION METHODOLOGY**

During the fiscal year, conflicts in understanding or interpreting this agreement with regards to ownership, roles, responsibilities, authorities, facility operating limits, work control, costs, maintenance requirements, etc. may arise. To reasonably settle conflicts, the following methodology will be used:

- Differences will initially be discussed and resolved at the FM and Group Leader level.
- If the conflict can not be resolved between the FM and the Group Leader, the parties will prepare a written description and scope of the problem, capturing both

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perspectives of the issue(s). During this process, the parties will try to establish the root cause and potential solutions.

- The written description and scope will be forwarded to the Division Director(s) for resolution.
- The parties shall accept (and implement) the final decision of the Division Director(s).

### 10.0 REFERENCES

- Physical assets are managed in accordance with *Managing Facility Assets*, LIR 230-01-00.
- Excessing facilities is done in accordance with *Laboratory Excess Space and Surplus Facility Requirements*, LIR 230-01-01.
- Facility related work is conducted in accordance with the following:
  - *Maintenance Work Control*, LPR 230-03-00,
  - *Facility Management Work Control*, LIR 230-03-01,
  - *Hazard Analysis and Control for Facility Work*, LIR 402-10-01,
  - *Graded Approach for Facility Work*, LIR 230-01-02,
  - *Maintenance Skill of Craft*, LIR 230-03-03, and
  - *ESA-FMU #70 Facility Related Work Control Process*, ESA-FM OP-012.
- Overall facility and operating limits are covered in the following documents:
  - Facility Safety Plans;
  - DOE Explosive Safety Manual.
  - Quality Assurance Plan for the Energy and Process Engineering Group (ESA-EPE) of the Engineering Science and Application Division, ESA-EPE-QAP1-Rev 0.